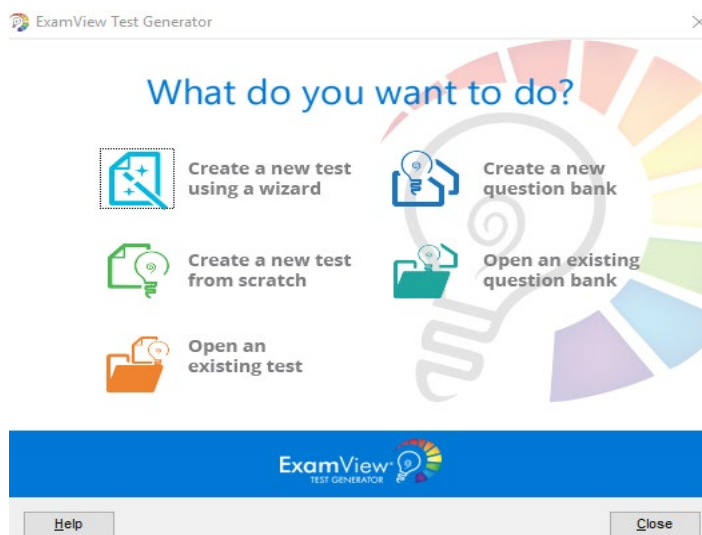# *ExamView Test Generator* User Guide

Pearson

About ExamView® Test Generator

ExamView® Test Generator allows you to easily create tests using content from your courses. You can create your own tests by selecting questions from a question bank, editing existing questions, or entering your own questions. Alternatively, you can also use canned tests, which are already made tests (e.g. complete unit tests), provided for you. Please note that canned tests may not be available for all products.
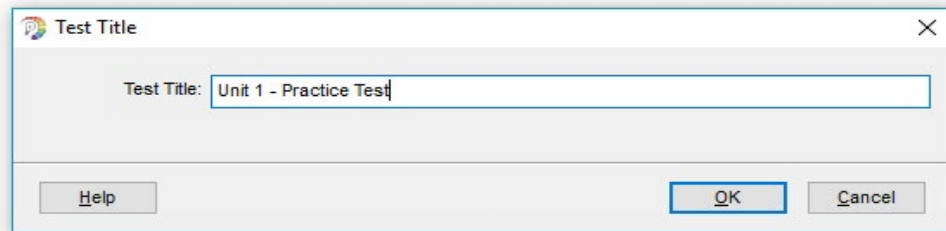
Accessing the tests

1. Download the ExamView installer for either Mac or Windows.
2. Unzip the file, open the extracted folder and double-click on Setup to install. Follow the on-screen instructions to install the application.
3. When the application is successfully installed, double click on the *ExamView* Test Generator shortcut or application on your device to access the tests. The first time you open the software, you are prompted to enter your name, school/organization name, city, and state. This information is used to help identify the files you create. Enter as much information as possible.
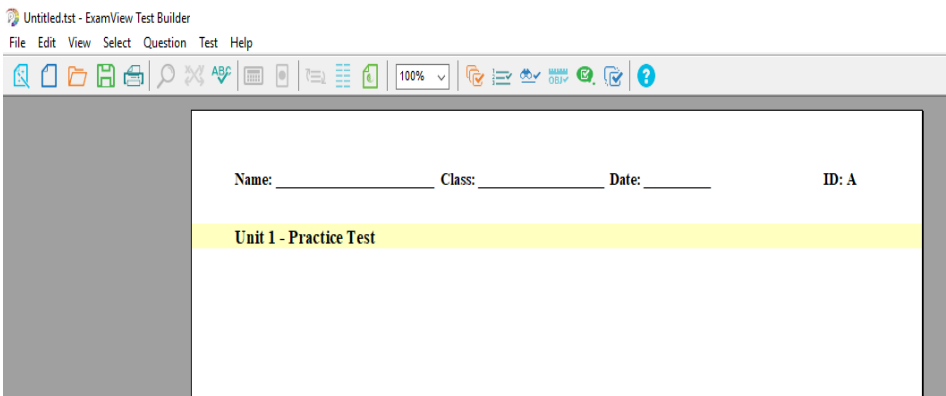4. You will then see the *ExamView Test Generator* home screen.

Creating a new test

1. From *ExamView TestGenerator* home screen, select *Create a new test from scratch.* We do not suggest using the *Create a new test using wizard* option as this option only allows you to retrieve test questions by question type. The *Create a new test from scratch* option offers many more ways to search for and retrieve test questions

2. A new window will open and you will be asked to give your new test a title. Add your test name and click OK.

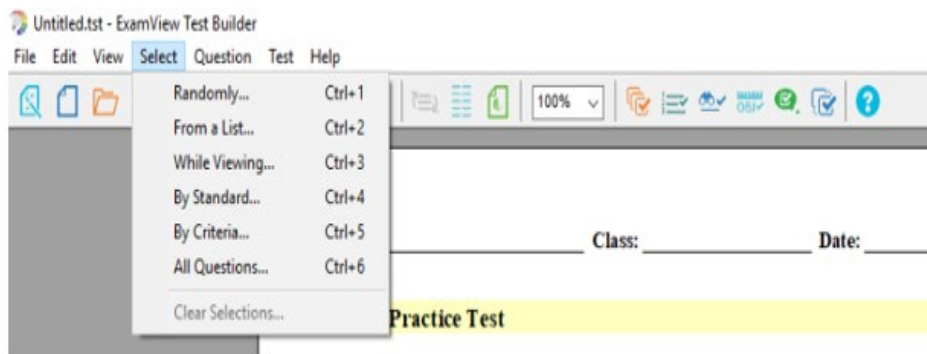3. A blank test page will open, with the test title you entered.

4. In the menu bar click on the *"Mix Question Types"* icon to activate this feature.

If "*Mix Question Types*" is not activated, test questions will be ordered by question type, and not in the order you selected.

5. Choose how you want to select your test questions. Click *Select* from the menu bar and choose one of the six ways below:

Randomly
Use this option if you want to quickly choose questions without regard to the content of the question. For example, you could choose 20 questions randomly from one test bank and then use another method to select additional questions, from the same of different test bank.

From a List
This option is an easy way to select questions if you know which ones you want to select. You can scan through the questions ahead of time even if you don't have access to a computer. Write down the question types and the question numbers. Later, while working with the software, you can use the From a List command to select those questions you already identified.

While Viewing
This option lets you view the questions on the screen and choose which ones you want to include on a test. It's an easy way to preview questions before you add them to a test. You can see the question and answer together, along with the question information (if available). You may also use the Options button to customize which question information fields are shown in the preview

By Standard
Use this option if you want to choose questions based on their learning objective, national standard, state standard, or local standard. This tool allows you to quickly create a test to help you determine which objectives your students have met and which objectives they still need to work on
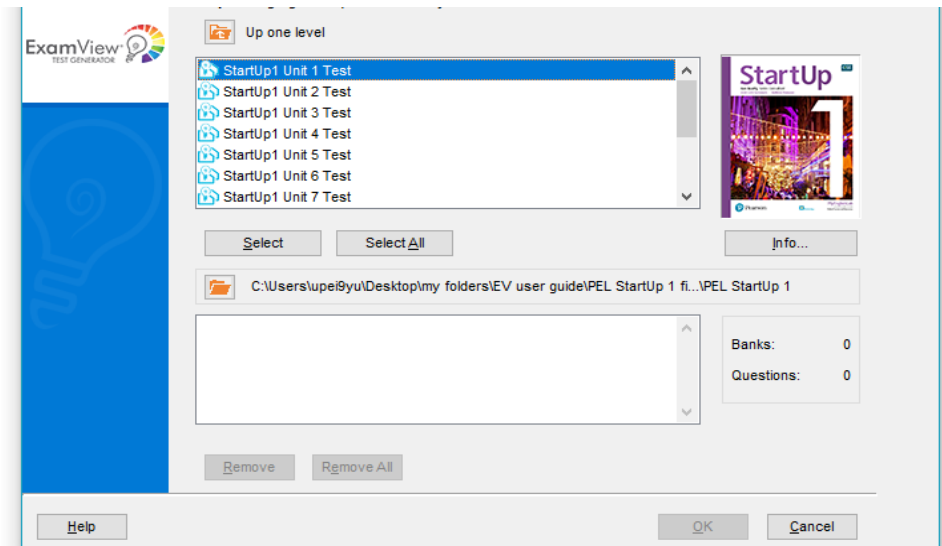
By Criteria
Use this option when you want to choose questions based on certain criteria. You could, for example, select all grammar questions. Just enter the search criteria and ExamView Test Generator tells you how many questions match that request. Then select the number of questions you want to include on the test.
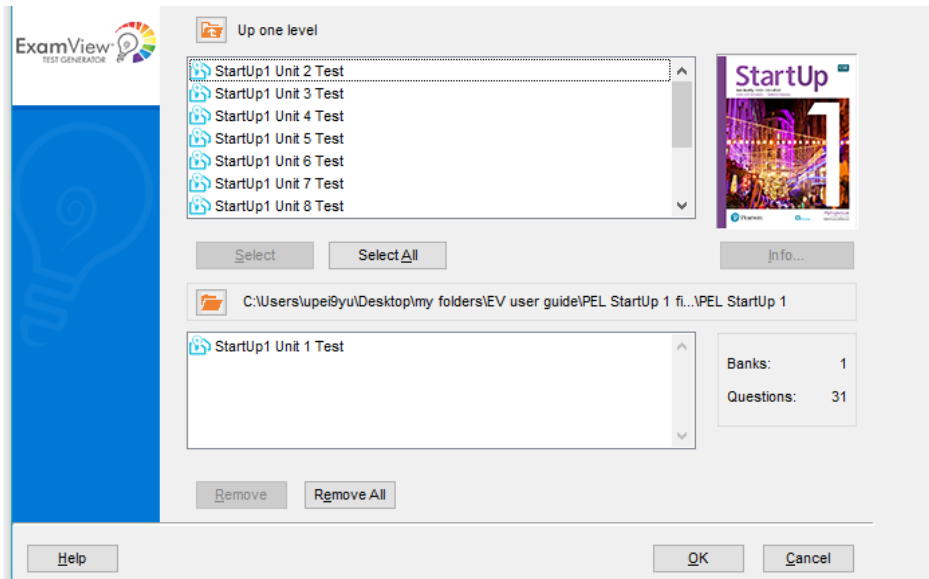
All Questions
When you want to select all the questions in a question bank, use the Select All Questions option.

6. Once you select one of the options above, you will see a new window to choose the question banks available for you to build your test.
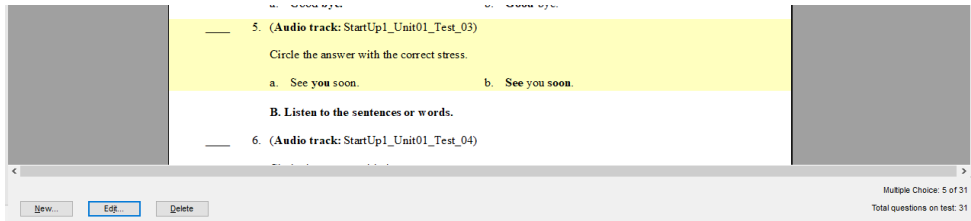

Click on any question bank you wish to use and then click **Select**. At this time, the question bank you selected will move into the bottom box.

You can add as many question banks as you'd like. When you are done, click OK. Depending on which selection choice you made in Step 5, follow the instructions on-screen. When you're done, your selected questions will appear on the page.
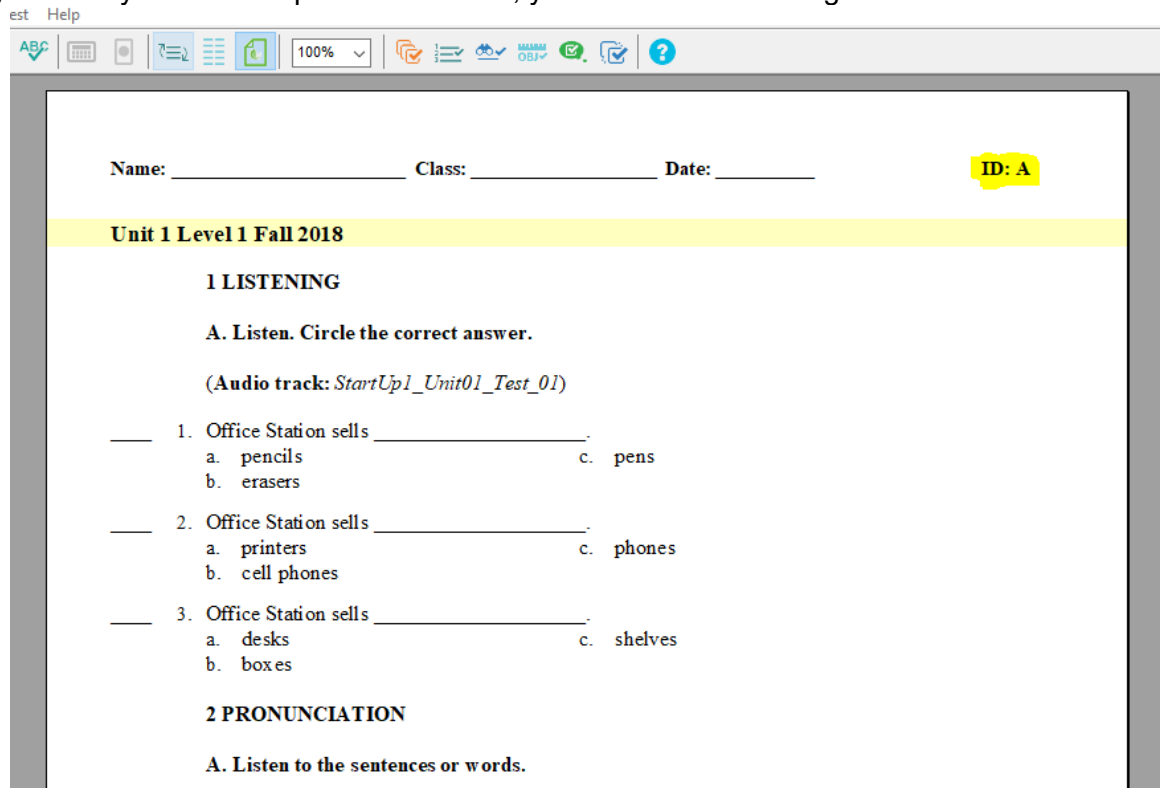
7. Use the *New, Edit*, and *Delete* options along the bottom of the page to add new questions, edit existing questions, or delete any question you no longer want.

New...   Edit...   Delete

8. Once you are done creating your test, save or print your test. Answer choices and criteria information for each item will be at the end of the document.

Creating A/B versions of tests

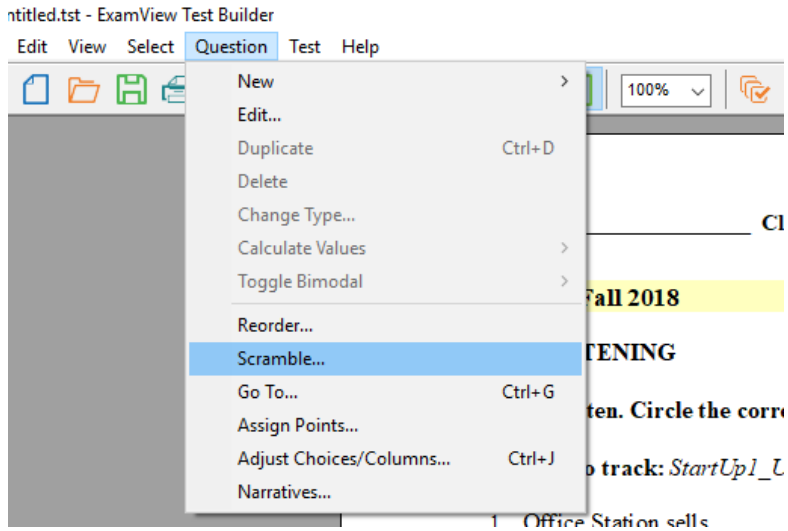Once you have your items imported into a test, you will have something like this:

est   Help

ABC | 100% ✓ | ❓

Name: _____   Class: _____   Date: _____   **ID: A**

Unit 1 Level 1 Fall 2018

1 LISTENING

A. Listen. Circle the correct answer.

(**Audio track:** *StartUp1_Unit01_Test_01*)

____ 1. Office Station sells _____.
     a.   pencils   c.   pens
     b.   erasers

____ 2. Office Station sells _____.
     a.   printers   c.   phones
     b.   cell phones

____ 3. Office Station sells _____.
     a.   desks   c.   shelves
     b.   boxes

2 PRONUNCIATION

A. Listen to the sentences or words.

This test is the Version "A" as indicated by the "ID" on the top right corner. You can create a new version of the same test in one of two ways:
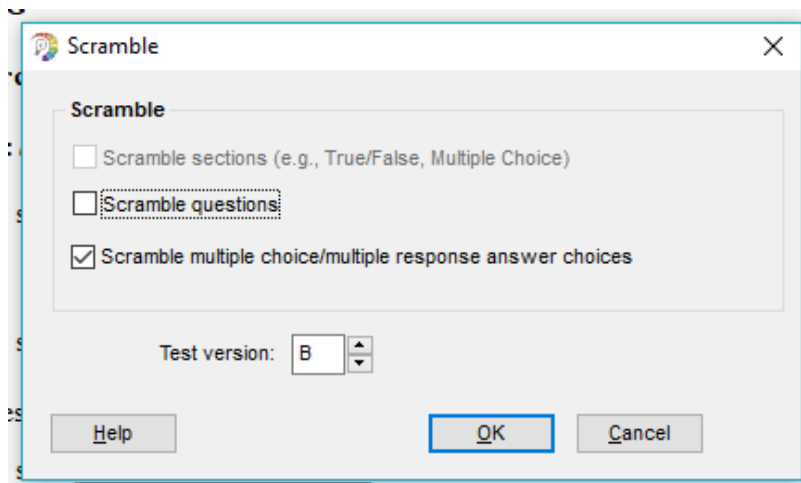
Scramble the answer choices in the multiple-choice questions only
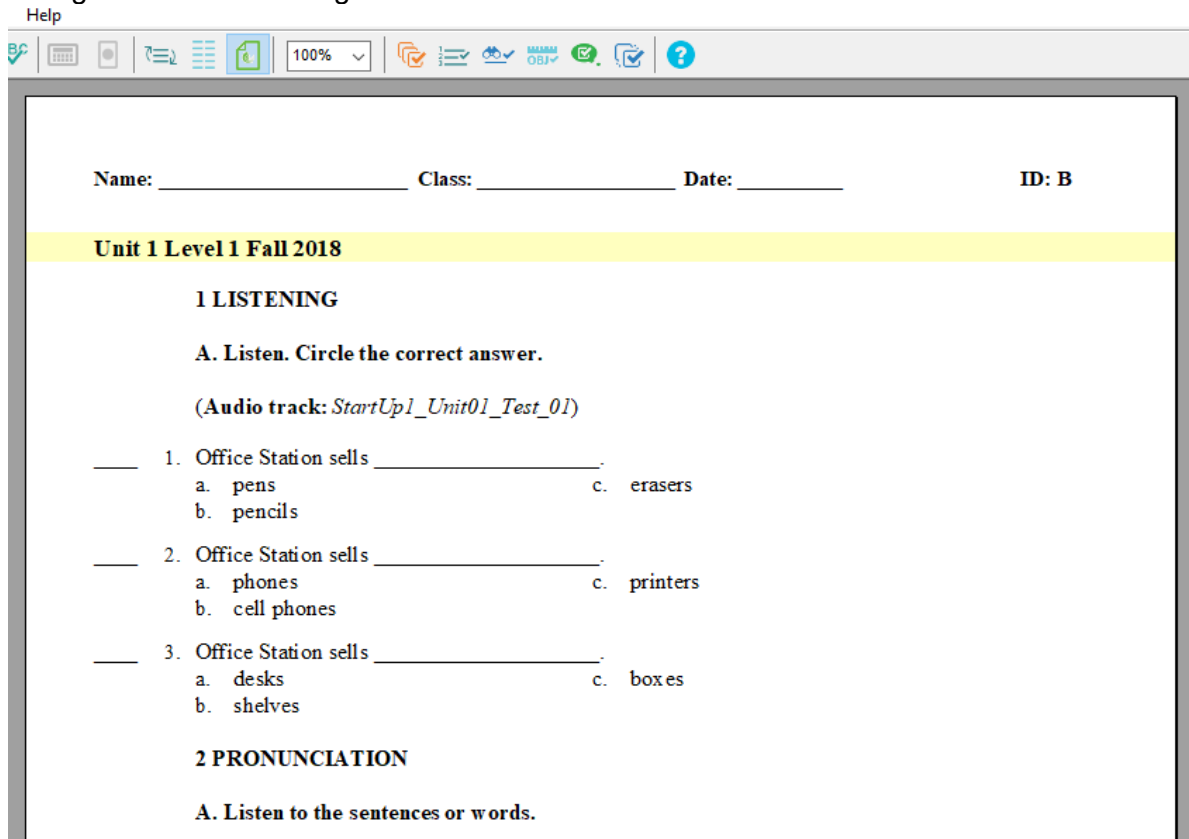If you have created a test where the order of the questions should not be scrambled, use this option.
1. Before you create a new version of your test, be sure to save the existing test as version A. Then begin creation of the new version.
2. From the menu bar, click on "Question" and then "Scramble":

3. Deselect *"Scramble questions"* as this mix up the order of all questions on the test. Then, select *"Scramble multiple choice/multiple response answer choices"*. Next, assign a letter to this new Test version, "B" in the example below. Finally, click on *"Ok"*:

4. You will see that not only the answer choices have changed, but the "ID" letter has changed as well indicating that this is version B of the same exam:

Help

Name: _____ Class: _____ Date: _____ ID: B

Unit 1 Level 1 Fall 2018

1 LISTENING

A. Listen. Circle the correct answer.

(Audio track: *StartUp1_Unit01_Test_01***)**

____ 1. Office Station sells _____.
a. pens   c. erasers
b. pencils

____ 2. Office Station sells _____.
a. phones   c. printers
b. cell phones

____ 3. Office Station sells _____.
a. desks   c. boxes
b. shelves

2 PRONUNCIATION

A. Listen to the sentences or words.
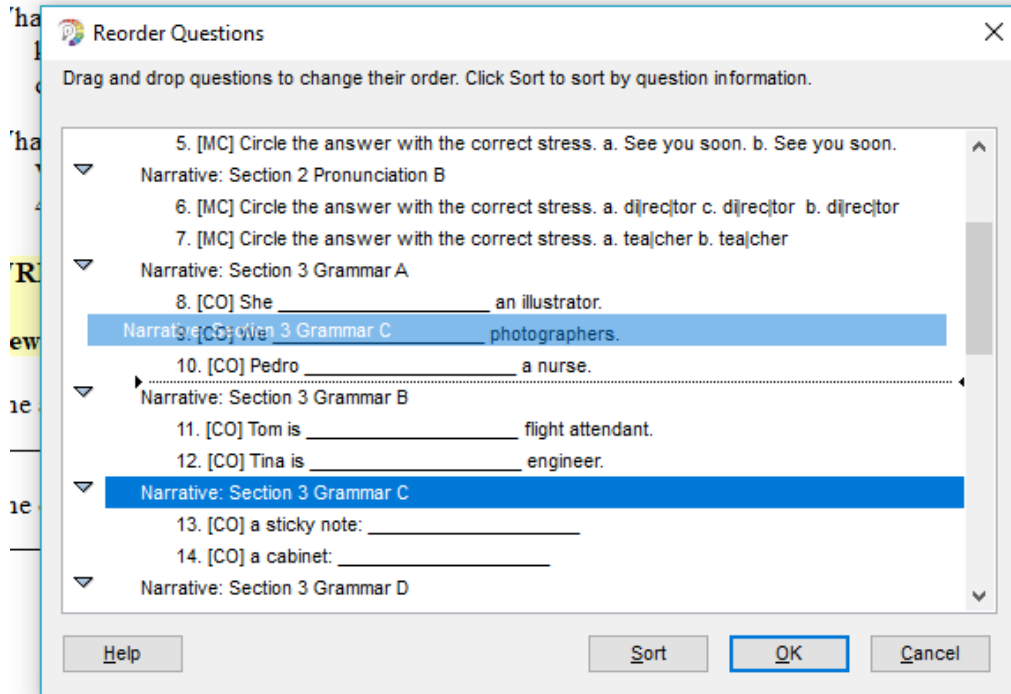
5. Now, you can save and/or print this new version.

Scramble question order

If you want to scramble the order of the questions and/or reorganize different sections of the test, you can reorder questions manually. To do so without breaking the continuity and overall design of the test, you can:

1. Before you create a new version of your test, be sure to save the existing test as version A. Then begin creation of the new version.
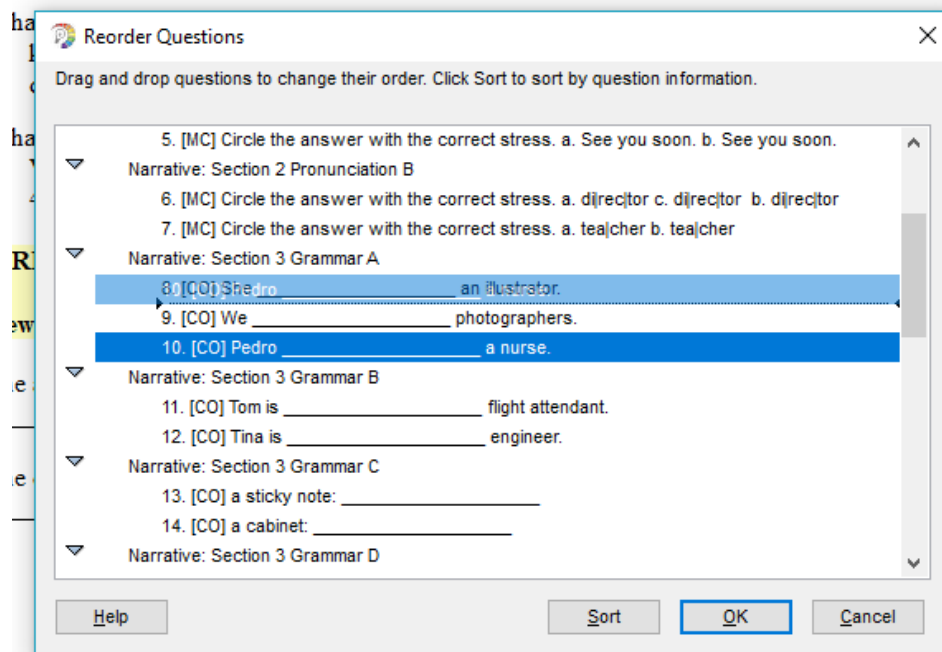
2. Click on the "Reorder Questions" icon:

Test   Help

3. A new window will open with the overall structure of the test. To move a specific section to a different part of the test –in the example below, 'Section 3 Grammar C'– click, drag, and drop the section to its new position within the test. You will see that all items in this section will move together:
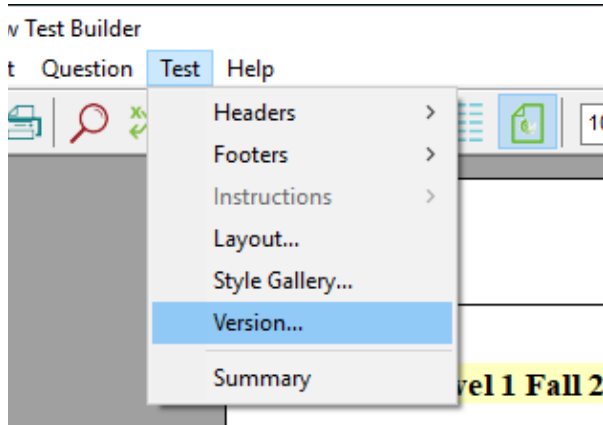
The dotted line with the two arrows on the sides indicates where the selected section will be placed.

4. You can also move items within sections following the previous two steps. However, instead of selecting a section to be relocated, you will select an item. Notice how the software will not allow you to place items 'outside' their section. This will show with the 'prohibited' symbol.

5. Once you are done reordering and reorganizing sections and items, click on *"OK"* and the new test will reflect these changes.

6. Lastly, you need to manually change the version ID. To do so, click on *"Test"* and then on *"Version..."*:
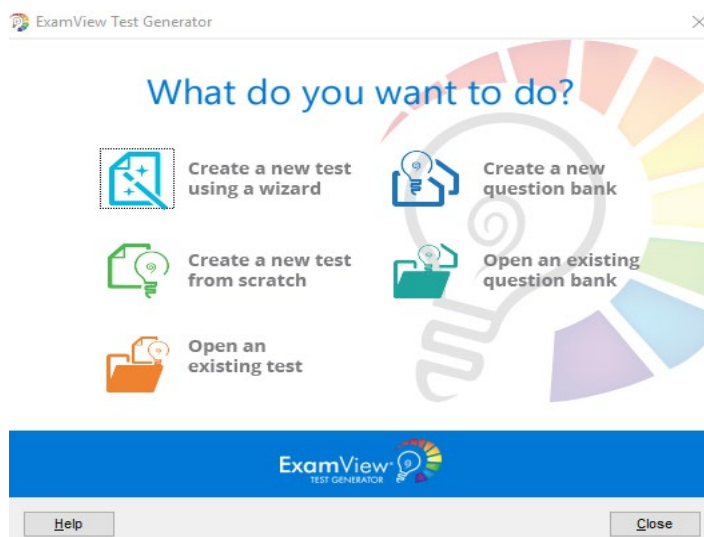

7. A new window will open where you can select the new version letter for this new test. You can now save and/or print the test.
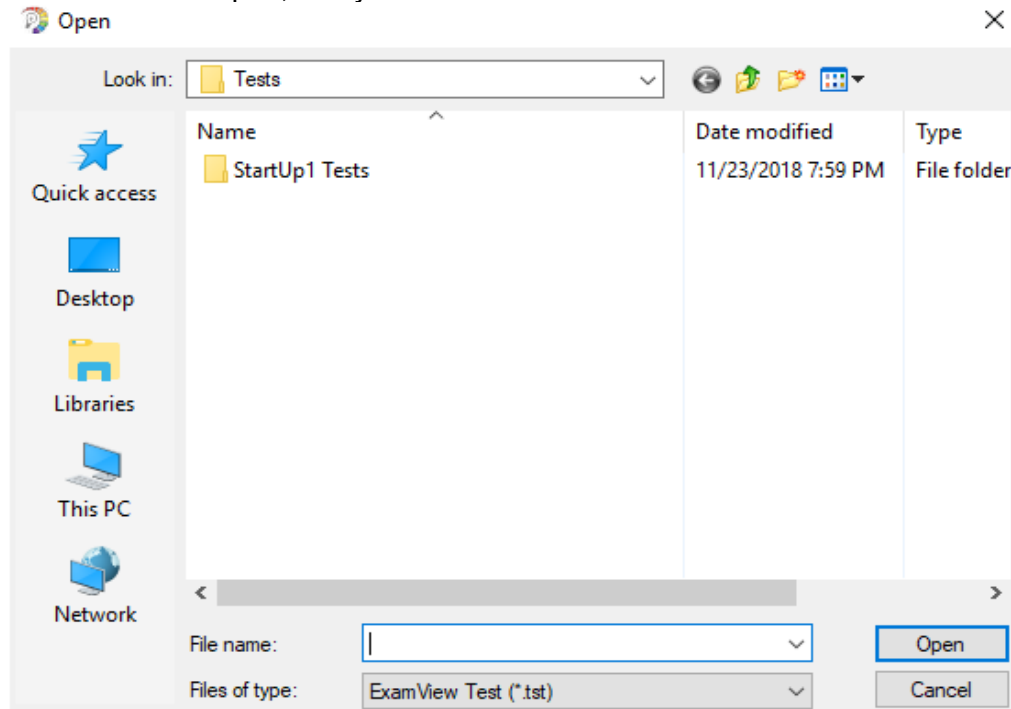

Using canned tests

Canned tests are already made tests (e.g. complete unit tests), provided for you. You can choose to use canned tests if you don't want to create your own tests. Please note that canned tests may not be available for all products.
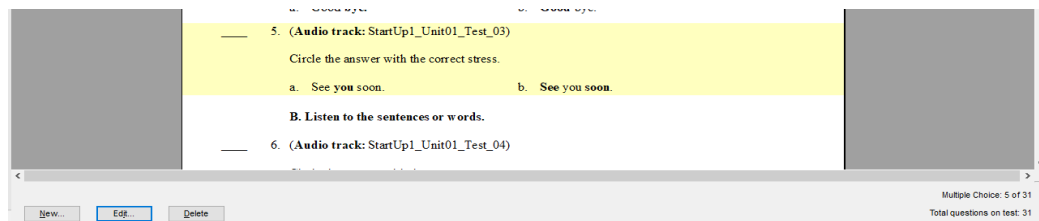
1. From *ExamView TestGenerator* home screen, select *Open an existing test.*

2. A new window will open, and you will see a list of canned tests available.

3. Open the test you want to use. You can use the *New, Edit*, and *Delete* options along the bottom of the page to add new questions, edit existing questions, or delete any question you don't want.

4. If you make any changes to the test, save it with a different name so that you can access it later.

Playing audio files

You will find the audio files for all the listening activities in two locations:

1. In the Program Files folder (PC) or Applications folder (Mac) on your computer. Just click through the following path to get to them:

   PC C: > Program Files (x86) > eInstruction > ExamView > Banks
   MAC Macintosh HD > Applications > eInstruction > ExamView Pro > Banks

Then choose the level you need and open the folder called **Audio**. Each test includes the audio track number in situ on the test page so you can use this reference to find the right audio track.

2. On the Pearson English Portal. Just click through the following path to get to them:

    Pearson Product Title > Resources > Assessment > Audio

    Then choose the level you need and open the folder called **AudioTracks**. Each test includes the audio track number in situ on the test page so you can use this reference to find the right audio track.

More info

If you would like to learn more about other tools available to you on *ExamView*, please select the Help button on the home page or the ❓ icon on the top bar.